

Chapter 17 - Helpful Hints

Highlighting Multiple Items

Some, but not all, screens in the QVF allow you to highlight more than one item for sorting reports or performing deletions. There are two ways you can highlight more than one item. You can use your mouse and the **Control** key, or you can use the **Shift** key and the **Up** and **Down** arrows on the keyboard. Only trial and error will tell you if you are in a screen where you can highlight more than one item.

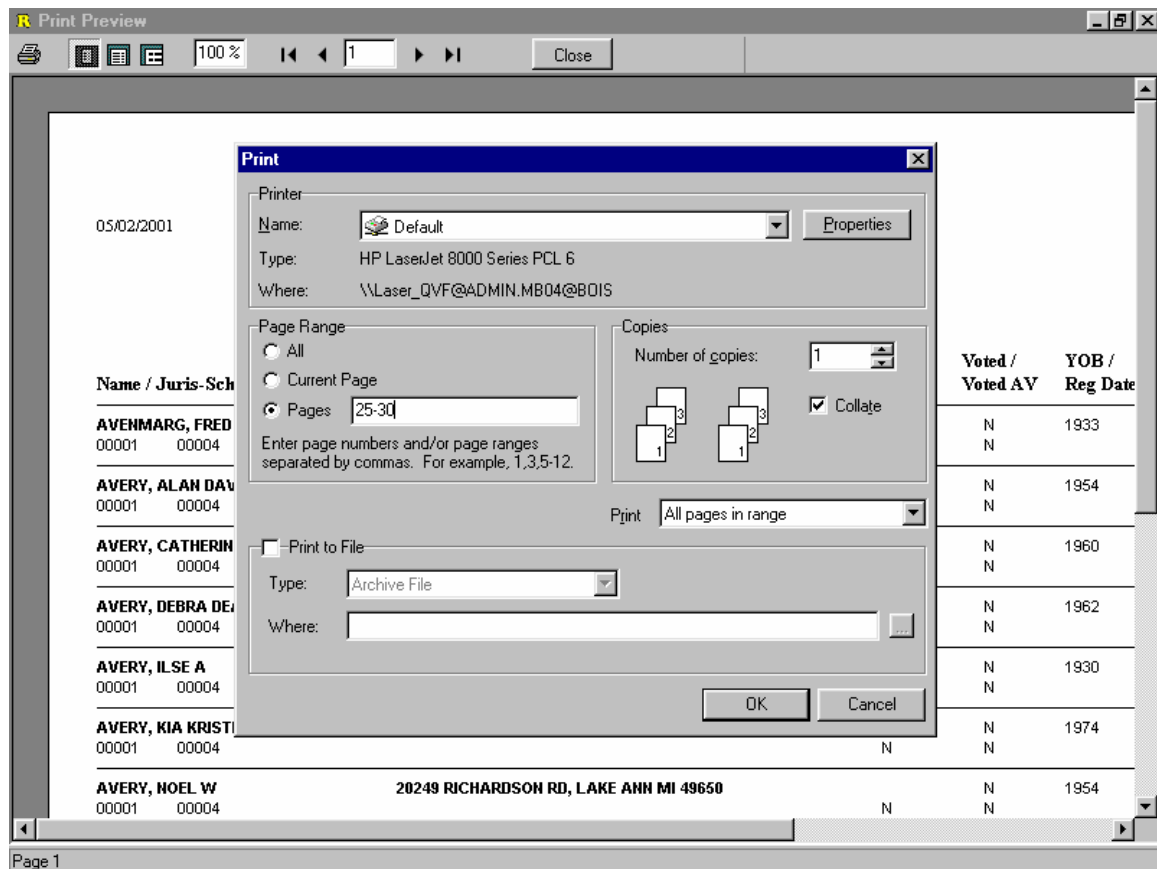
Action	Result
To highlight items randomly, click on an item with your mouse	That item is highlighted.
Hold down the Control key on your keyboard while clicking on other random items.	Those other items are also highlighted.
After you have make all the choices you need, release the Control key.	The chosen items remain highlighted.
You can now sort, print or delete based on the items specified.	

Action	Result
To highlight items sequentially, click on an item with your mouse.	That item is highlighted.
Hold down the Shift key on your keyboard, then hit the Up and Down arrows on the keyboard to highlight other items.	Those other items are also highlighted.
After you have make all the choices you need, release the Shift key.	The chosen items remain highlighted.
You can now sort, print or delete based on the items specified.	

Performing Screen Prints

Seeing what is actually on your screen can aid in solving problems. You can take a picture of what is on your computer screen by using the following instructions.

Action	Result
The message or screen is present on the computer desktop. Hit the Print Screen key on the keyboard.	A picture is taken of what is on the desktop.
If you want just a picture of the active screen on your desktop, simultaneously hit the Alt and Print Screen keys.	A picture of just the active screen is captured.
In the lower left corner of the screen, click on the [Start] button.	The start menu appears.
Highlight Programs .	The Programs sub menu appears.
Highlight Accessories .	The Accessories sub menu appears.
Highlight and click on WordPad .	The WordPad application starts.
With the blank WordPad screen open, simultaneously push the Control and “ V ” keys on your keyboard.	The picture you took of the desktop is developed in WordPad .
You can now print the picture from WordPad .	

Printing Selected Pages

You are able to print selected pages of any multi-page report by using the **[Preview]** button in either the report screen, or in the **Local Report Queue**.

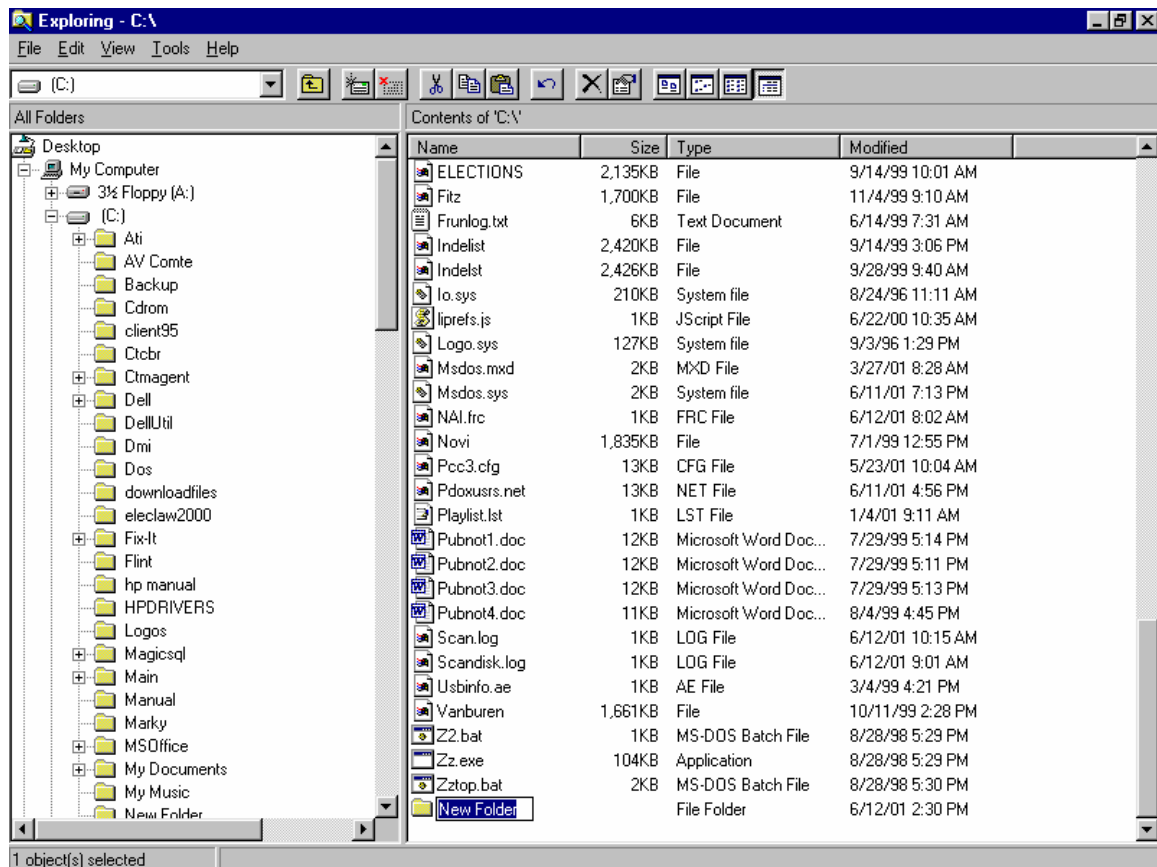
Action	Result
After running the report click on the [Preview] button.	The report is formatted and displayed in the Print Preview screen.
In the upper left corner of the screen click on the [Print] button	The Print screen is displayed.
In the <u>Page Range</u> area, enter the pages you want to print in the <u>Pages</u> field.	The radio button appears next to <u>Pages</u> .
Click on the [OK] button.	The pages selected will start printing.

If you want to print from a selected page to the end of the report, you must enter an ending page. You can do this either by previewing the last page of the report and entering this page number; or you can simply enter a page number you know to be after the end of the report. The printing will end with the last page of the report.

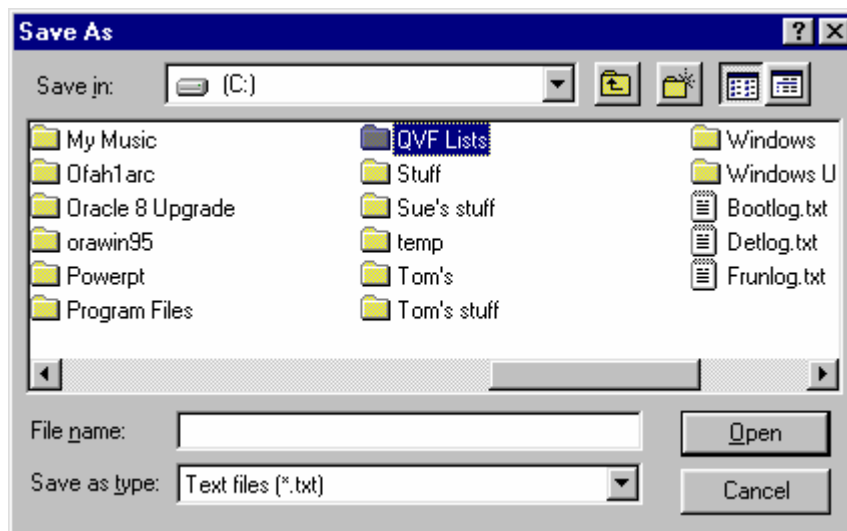
Using E-Mail to Send QVF Reports

Any report in the QVF that can be saved to a file can be e-mailed, saving you the effort of printing reports and either mailing the report or having the customer pick the report up. This can be a convenience for both you and your customers. Using e-mail to send QVF reports is a three-step process. First, you will need to create a folder to save the report to. Next, you create the report and save to the folder. Finally, you will attach the report to your e-mail and send it.

Creating a File on Your C Drive

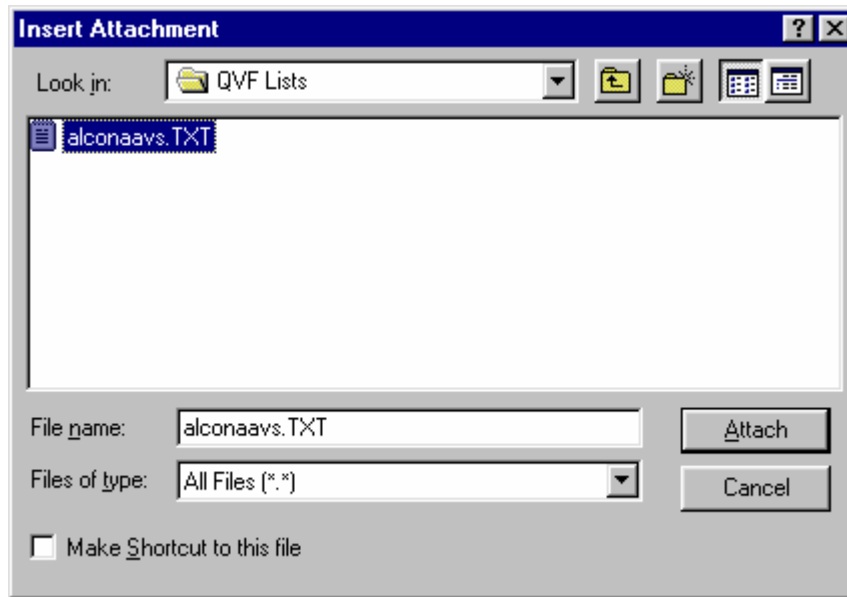


Action	Result
Right click on the [Start] button.	A menu appears.
Left click on <i>Explore</i> .	An <i>Exploring</i> screen is displayed.
In the left pane of the <i>Exploring</i> window scroll up and highlight the C drive, (C:).	In the window's right pane all the folders on the C drive are displayed.
In the menu bar, click on <i>File</i> .	The <i>File</i> menu is displayed.
In the <i>File</i> menu, highlight <i>New</i> .	A submenu appears.
In the <i>File/New</i> submenu, click on <i>Folder</i> .	A folder titled <u>New Folder</u> appears at the bottom of the list of files and folders on the right side of the screen.
Enter a unique name for the folder (QVF Lists for example).	The new name will over print <u>New Folder</u> .
Close the <i>Exploring</i> screen.	

Saving to Your New Folder

There are three different ways of saving a report to file in the QVF. See the QVF Desktop Reference, Appendix B for more information on these save features.

Action	Result
When your report is ready to be saved, go to the <u>Print Options</u> and choose <u>Print to File</u> , then click the [OK] button.	The <i>Save As</i> screen is displayed.
On the <i>Save As</i> screen, click on the drop down button on the <u>Save in</u> field.	A list is displayed with the various drives on your computer.
Highlight and click on (C:).	The files and folders on the C drive are displayed.
Double click on the folder you want to save your list to (QVF Lists for example).	That folder appears in the <u>Save in</u> field.
Toward the bottom of the screen, enter a name for the report in the <u>File name</u> field, then click on the [Save] button.	The report is saved to the folder on your C drive.

Sending an E-Mail With an Attachment

Action	Result
In Outlook Express go to the <i>New Message</i> screen and enter the e-mail address(es) of where you want the list to go.	You can have one or multiple addressees.
Compose any text you want to include in the message. Then click on the [Attachment] button. (The button with the paper clip on it. You may need to expand the tool bar to see this button.)	The <i>Insert Attachment</i> screen is displayed.
In the Look in field choose (C) from the drop down list.	A list of folders on the C drive appears.
Double click on the folder you created above. (QVF Lists for example.)	All the files in the folder are displayed.
Highlight the file you want to attach to the e-mail. Then click on the [Attach] button.	You are returned to the e-mail composition screen with the attachments made.
Click on the [Send] button.	Your e-mail with attachments is sent.

You may be limited by the mailbox size of the person you are sending an attachment to. If an e-mail with a large attachment does not go through, the size of the attachment may be the problem.

Adjusting Your Computer's Display Properties

You can change the colors, font sizes, etc. by doing the following:

Action	Results
Click on <i>Start</i> button	The windows menu appears.
Click on <i>Settings</i>	
Click on <i>Control Panel</i>	
Click on <i>Display</i> icon	The <i>display</i> properties will appear.
Click on <i>Appearance</i>	The appearance screen will appear.
Select desired scheme from the <i>Scheme</i> drop-down.	
Select a theme to define the overall appearance of your desktop.	
Click on <i>OK</i> .	Changes are completed.

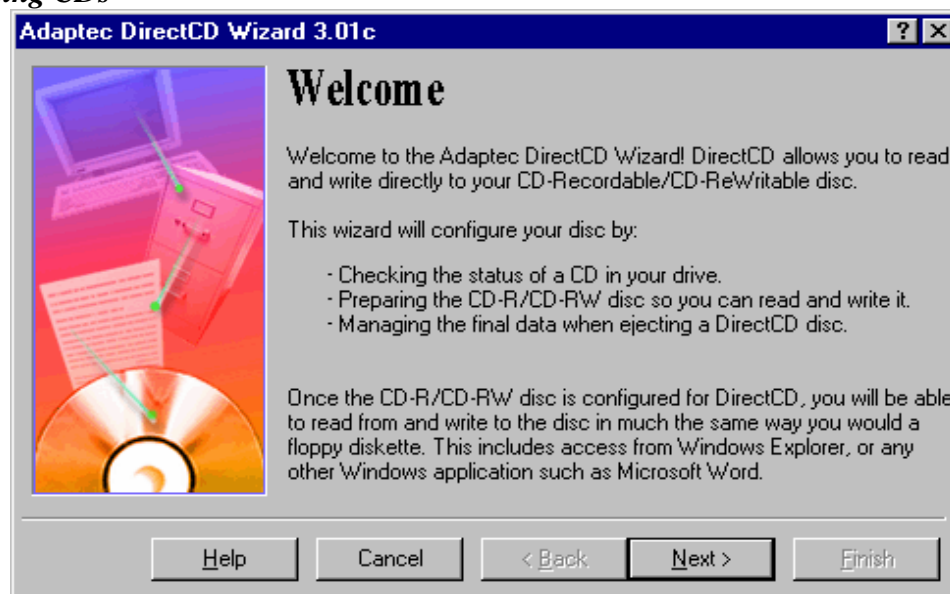
A theme determines your background, screen saver, windows fonts, colors and three-dimensional effects in windows and dialog boxes, the look of icons and mouse pointers, and sounds. You can customize a theme by changing individual elements. The following will walk you through this more advanced option:

Action	Results
Click on <i>Start</i> button	The windows menu appears.
Click on <i>Settings</i>	
Click on <i>Control Panel</i>	
Click on <i>Display</i> icon	The <i>display</i> properties will appear.
Click on the <i>Appearance</i> tab.	
Select the element you want to change.	
Adjust the appropriate settings i.e., color, font, font size.	
Click on <i>OK</i> .	Changes are complete.

Note: The Font area will be unavailable for elements of the Item list that do not display text.

To create a CD for sending reports to customers, there are two possible options.

1. Formatting CDs



Copying information to CDs is easier if the CD is formatted to copy using the Direct CD process. The following are instructions on CD formatting for Direct CD. The new QVF servers all have CD burners and are equipped with the Direct CD program. (These instructions with full graphics are available on the Elections QVF Web Page.)

Action	Result
Insert the blank CD-R (one time write-able) or CD RW (Rewrite-able) into the drive. A screen might automatically popup recognizing that blank media is in the drive. Close this screen by clicking the [C lose] or [E xit] button. Then double click on the Direct CD Wizard icon on the far right of the Windows tool bar.	The <i>Adaptec Direct CD Wizard Welcome</i> screen will display.
Click on the [N ext] button.	The <i>Drive Information</i> screen will display.
Ensure that your CD drive is chosen in the <u>Please select a CD-R/CD-RW drive to continue</u> box. Then click on the [N ext] button.	The <i>Format Disk</i> screen will display. NOTE If the <i>Format Disk</i> screen does not appear, but the screen is instead titled Scan Disk or something similar, insert a new disk and retry these directions.
Click on the [N ext] button.	The <i>Name Your Disk</i> screen will display.
Enter a disk identifier in the <u>Type a name for your disk</u> field. Then click on the [F inish] button.	A message screen will appear, "Formatting disk..." At the conclusion of the formatting the message will appear, "Disk in drive (E) has been successfully formatted. Please wait, it will be under Direct CD file system's control in a minute."

Action	Result
Click the [OK] button.	After a minute the <i>Direct CD Disk Ready</i> screen appears.
Click the [OK] button.	The <i>Direct CD Disk Ready</i> screen disappears and the Direct CD icon on the right side of the Windows tool bar has changed to reflect that the CD drive contains a CD ready to be written to.
You may now go back to the QVF and save files directly to the CD. When you are finished, press the <u>Eject</u> button on the CD Rom Drive.	The Eject Disk screen will appear; choose to “Organize the disc so it can be read in most standard CD-ROM drives under Windows...”
Click the [Finish] button.	The CD is formatted so that it is readable in Windows, and ejects. A message screen displays telling you the disk is ejected.
Click the [OK] button.	The message screen disappears and you are returned to the Windows main desktop.

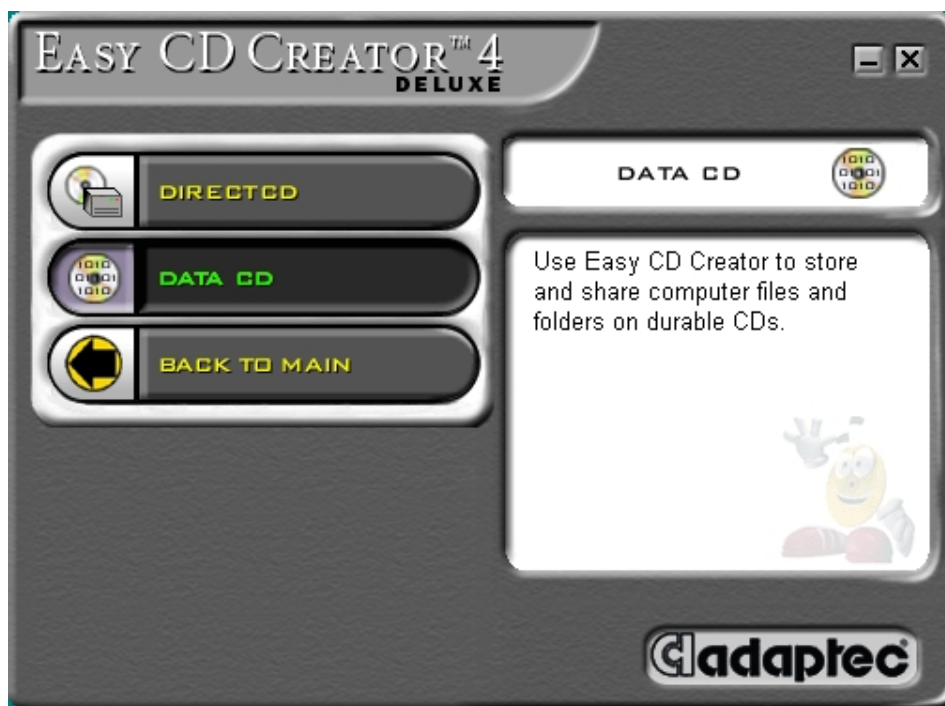
2. Using Create a CD Wizard (automatically formats CD)

CD Creation Using the Easy CD Creator 4 Wizard	
The QVF server computer has the ability to create CDs. Because CDs can contain far more data than floppy disks, if you burn a CD you probably will not need to zip your files first, as you do when putting large files on floppy disks. You can use the following instructions to create CDs. You first want to save your report to a folder on the server where you can find it later.	
ACTION	RESULT
Place a writable CD in the compact disk drive.	
Double click on the Create CD icon.	The <i>Easy CD Creator 4 – Welcome</i> screen appears.



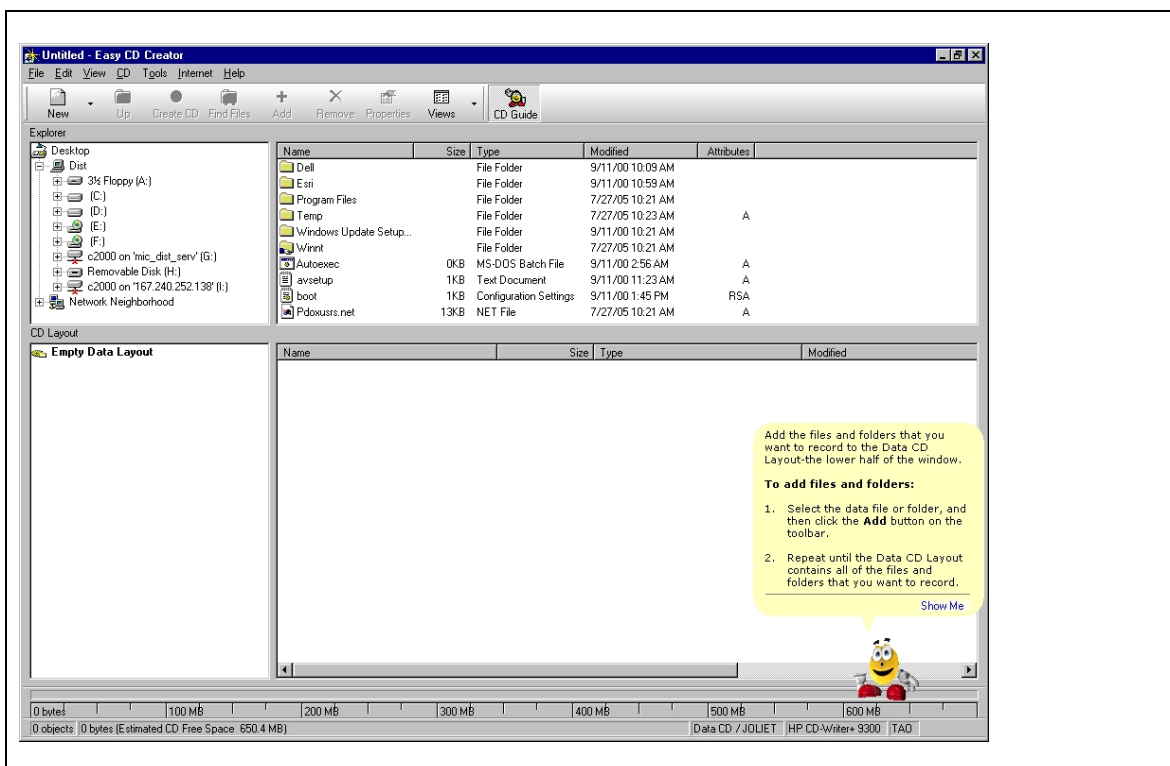
Click on the **[DATA]** button.

The *Easy CD Creator 4 – DATA CD* screen appears.



Click on **[DATA CD]** button.

The *Untitled – Easy CD Creator* screen appears.



You can add or remove the on-screen help by clicking on the **[CD Guide]** button.

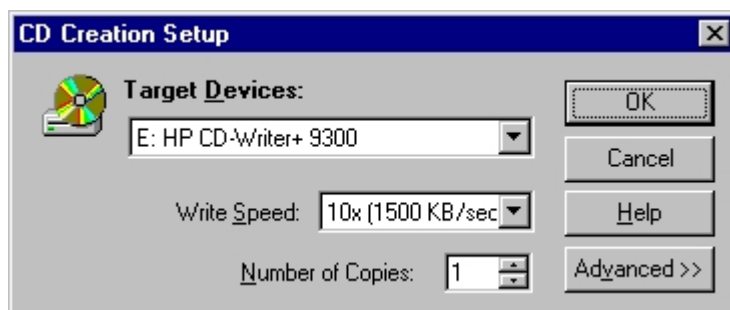
The screen helper appears or disappears.

In the upper half of the screen, highlight the folders or files that you want to transfer to the CD. Then click on the **[Add]** button.

The highlighted folders or files appear in the **CD Layout** box in the lower part of the screen.

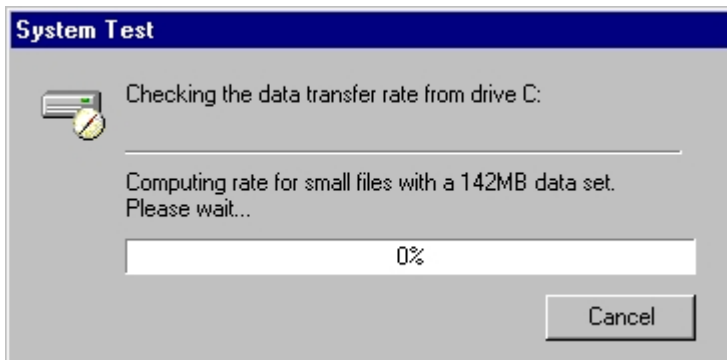
You can transfer as many files or folders as you want, assuming there is enough room on the CD. When you have designated all of the file or folders to be copied to the CD, click on the **[Create CD]** button.

The **CD Creation Setup** screen appears.

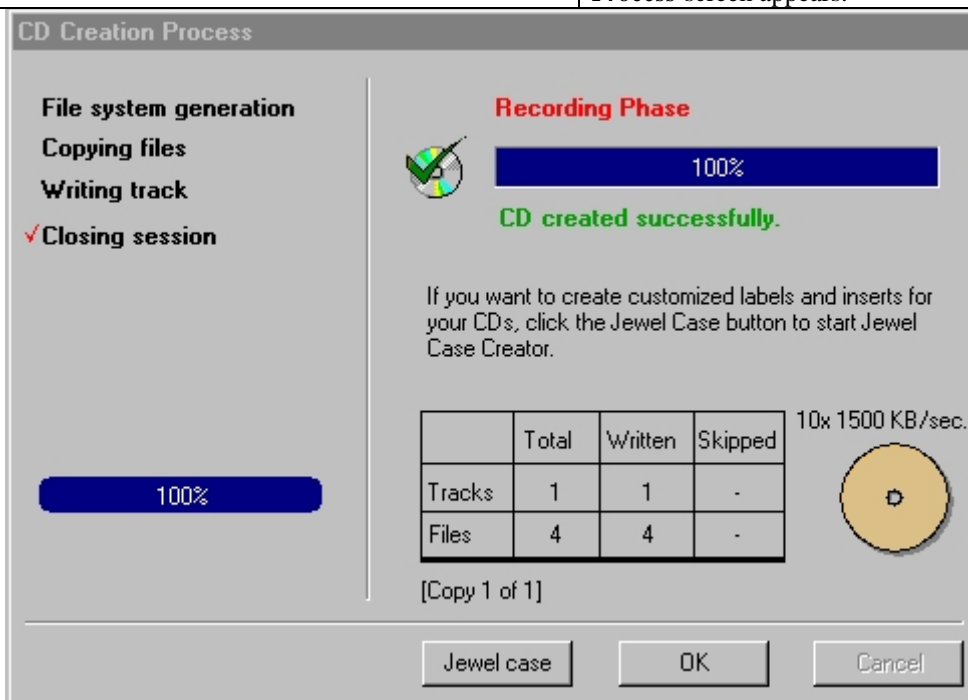


Click on the **[OK]** button.

The first time you write to a new CD, the **System Test** screen appears.



After the system test is concluded, the **CD Creation Process** screen appears.



The copying to the CD occurs automatically.

At the conclusion of the process, a **[Jewel Case]** button appears on the **CD Creation Process** screen. A message also appears under the **Recording Phase** field stating the "CD created successfully."

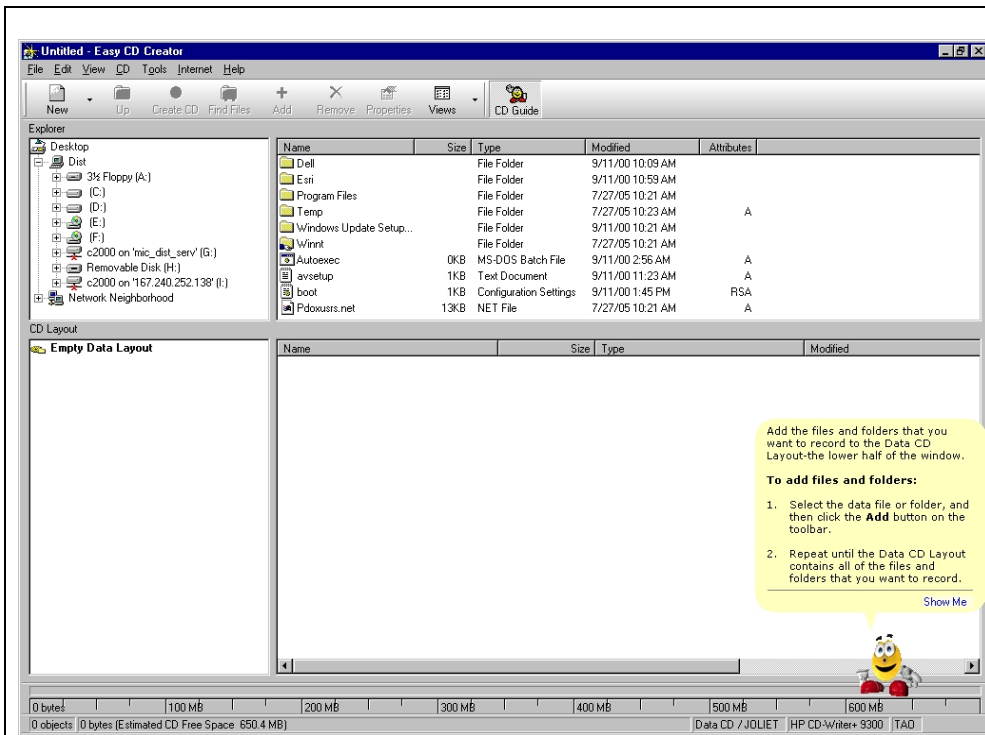
Optional

Click on the **[Jewel Case]** button if you want to create CD labels or a jewel case jacket.

The **Jewel Case Creation** screen appears with prompts on how to create jewel case accessories.

Click on the **[OK]** button if you do not want to do anything with the jewel case.

The **Untitled – Easy CD Creation** screen appears.



Click on the **[NO]** button.

A message appears asking, "Save CD Layout changes to Untitled."



Click on the **[X]** button.

You are returned to the Windows Main Desktop.

FILE MATCHING AND RECONCILIATION

The purpose of doing file matching is to verify your master cards with the QVF file. This process will help you clean up your records. The following is a suggested process for completing this task.

1. Ask your county clerks office to generate a mailing label with a bar code for each voter in your local QVF file that has a voter status code of ACTIVE, CHALLENGED, or TO BE VERIFIED. Mailing labels may also be obtained by calling the QVF Help Desk at 1-800-310-5697.
2. Affix the mailing labels to the backs of your master cards.
3. After you have finished affixing the labels to the master cards, you will have a stack of master cards left over for which you do not have a label. You will also have some labels for which you do not have a corresponding master card.
4. Use the Statewide Look-up (SWL) to locate the voters for whom you have no labels.
 - If you determine that the voter is registered in a different jurisdiction, compare the original date of registration on the record held by the other jurisdiction to the original date of registration held by your jurisdiction according to your master card.
 - If the registration date on your master card is more recent than the registration date in the other jurisdiction, enter the voter into your local QVF file or ask the county to carry out this task using the original registration date that appears on your master card.
 - If the registration date on your master card is older than the registration date in the other jurisdiction, cancel the registration in your master card file. Indicate on the master card that the voter is registered in along with the date of registration in the other jurisdiction. A notice is not sent to the voter.
 - If you do not find the voter in the Statewide Look-up, enter the voter into your local QVF file or ask the county to carry out this task on your behalf using the original date of registration according to your master card.
5. If you have a label but no master card, you will need to prepare a master card and obtain the voters signature on the card at the next election. This may be accomplished by sending the unsigned master card to the polls on Election Day or by asking the voter to complete a "Mail-in" voter registration application form at the polls on Election Day.

You will also need to prepare and mail a voter ID card to each of these voters. As a final step, the voter's status in the QVF must be changed to Verify - Get Signature. This can be done by you or by the county. The Verify status code will appear next to the voters name on the precinct list and is used to alert your precinct workers that a signature is needed before a ballot may be issued. The Verify status code will automatically revert to an Active status code once voter history is entered for the voter.